

User Manual

Shutdown Maintenance Process

(BSNL_PM_UM_07_Shutdown_Maintenance_Process_V2.0)

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OVERVIEW

Process Overview: Shutdown maintenance

The Shutdown maintenance process shall consist of the following major activities:

1. Raise Shutdown **notification** to notify the responsible Maintenance department/ main work centre. Notification details are sent to concerned authority (Approval Authority) for approval. Shutdown notification will be raised for only those jobs for which Equipment/Site/ Location Shutdown are required for carrying out the Maintenance Activities.
2. The concerned authority will approve/reject the notification.
3. If approved, maintenance work can commence on the notification. In case Rejected, Shutdown is cancelled.
4. Concerned Authority can forward the notification, in case further approval is required.
5. In case certain details need to be added or considered, the concerned authority can refer the notification back to the initiator.
6. Receipt of Shutdown Notifications by responsible Maintenance deptt. Which are of any priority-1, 2 or 3. Job priority may be decided based on the requirement.
7. Notification **release (Put in process)** by maintenance dept. once approved.
8. Creation of Shutdown Maintenance order by maint. Deptt. if material or external service (contractual job) is needed to carry out the maintenance.

Planning of operations (activities)

Planning of materials required

Planning of manpower required

Planning of external service quantity required

6. Release of order by authorized person in maintenance deptt.
7. Issue of materials from store by MM deptt.
8. Execution of work at site by internal manpower and/or external agency.
9. Time confirmation of order operations by maint. Deptt.
10. Entry of findings (object part, damage, cause, activities etc.) in the General notification by maint. Deptt.

11. Notification completion (NOCO)
12. Creation of service entry sheet for the external operations (done by external agency) by maint. Deptt.
13. Entry of consumed quantity of external services in the service entry sheet and acceptance of service entry sheet.
14. Technical Completion (TECO) of order.
15. Month-end settlement of Maint. Order by Accounts
16. Order Business Completion by Accounts deptt.

1) Create Notification (Request Shutdown)

Purpose

Use this procedure to take care of Shutdown Maintenance. Raise a **notification of type B6: Shutdown**

Maint. Enter a brief description of Work to be done, Reference object (Functional Location / Equipment) related with that shutdown work. Optionally the detail description in long text can be written also. Enter the Approval Authority and Initiator in the Partner Functions.


Trigger

Perform this procedure when there is a need for Manpower and material requirement for your Shutdown Maintenance Activities

Prerequisites

Technical Object (Functional Location / Equipment)
Main Work Center
Cost Center
HR Employee List
Initiator (HRMS No.)
Approval Authority (HRMS no.)

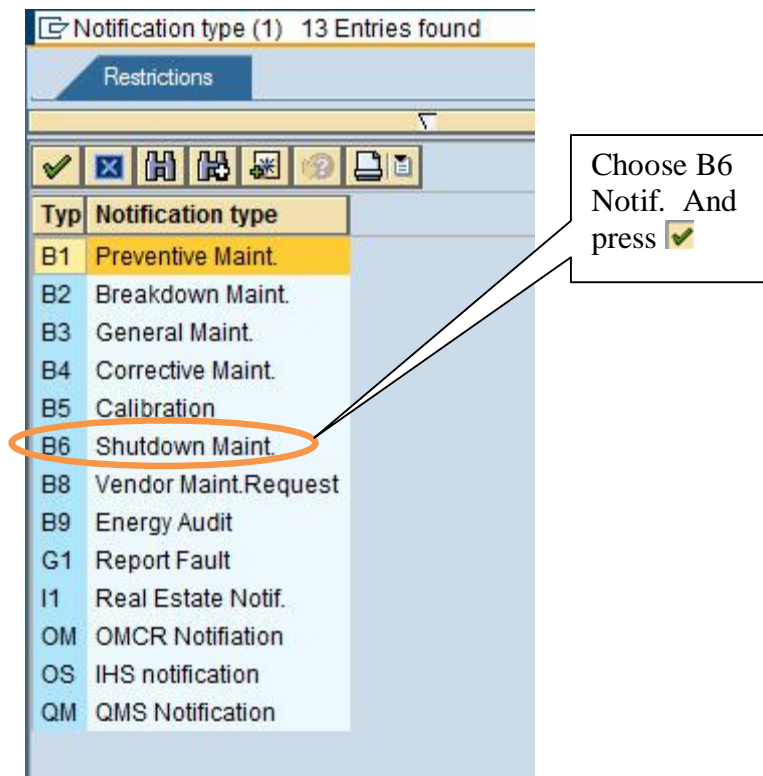
Access the activity using one of the following navigation options:

SAP Menu	Logistics--- Plant maintenance --- Maintenance processing --- Notification --- Create--- IW21---General
T Code	Type IW21 in Command Field and press 
User Menu	Select corresponding Node for IW21 / Notification

Helpful Hints

- Always create Unplanned Maintenance Order through Notification
- Assign Equipment BOM if applicable

1. On the screen **Create PM Notification: Initial Screen**, the following entries:



Create PM Notification: Shutdown Maint.

Notification %000000000001 B6 Shutdown Notification

Status OSNO CRTD

Order

Notification Location data Catalog Data

Reference object

Functional loc. 3053-03-5303-02-D0: DTS CI HARBOUR

Equipment 105000000365 PACKAE AC UNIT - 2

Start/End Dates

Required Start 12.09.2011 18:17:34 Priority

Required End 00:00:00

Subject

Description Shutdown Notification

Responsibilities

Planner group S02 / 5303 CHENNAI HAR DE DTS

Main WorkCtr D020601D / 5303 CI HARBOUR DTS MTCE TEAM

Notif.date 12.09.2011 18:17:34

1. Enter Description

2. Enter Equipment code (or) Function Location

3. Enter Priority

4. Enter suitable Long text if required

5. Enter the Initiator and Approval Authority (HRMS nos.)

Responsibilities

Planner group: S02 / 5303 CHENNAI HAR DE DTS
Main WorkCtr: D020601D / 5303 CI HARBOUR DTS SERVICE TEAM
Notified: 12.09.2011 18:17:34

Funct	Partner	Name	A	Address
Initiator	50000042	Vinothkanna Vinothkanna		Vinothkanna, , KAVIN001, .
Approval Authority	50000066	Venka Reddy		Reddy, , GANVE001, 12.09

Info PartnerAddress PartnerAddress PartnerAddress

Create PM Notification: Shutdown Maint.

Notification: %00000000001 B6 Shutdown Notification
Status: OSNO CRTD
Order:

Notification Location data Catalog Data

Reference object

Functional loc.: 3053-03-5303-02-D0: DTS CI HARBOUR
Equipment: 105000000365 PACKAE AC UNIT - 2

Start/End Dates

Required Start: 12.09.2011 18:17:34 Priority:
Required End: 00:00:00

Subject

Description: Shutdown Notification
Shut down of AC Plant no Two

6. Click on the button to change status to Approval Request (AREQ)

6. Click on the button to change status to Approval Request (AREQ)

Maintenance notification Edit Goto Extras Environment System Help

Create PM Notification: Shutdown Maint.

Notification %00000000001 B6 Shutdown Maintenance


Status OSNO AREQ

Order

Partner

6. Click to save


Notification Location data Catalog Data

Notification type 

Notification

Reference

Notification

 Notification 106000003702 saved

System will save this notification with generating an internal number

On saving, both the initiator and the approver will get a mail in SAP system

Business Workplace of VinothKanna M

New message Find folder Find document Appointment calendar Distribution lists

Workplace: VinothKanna M

Inbox

- ☒ Unread Documents 297
- ☒ Documents 312
- ▶ Workflow 1
- ▶ Overdue entries 0
- ▶ Deadline Messages 0
- ▶ Incorrect entries 0

- ▶ Outbox
- ▶ Resubmission
- ▶ Private folders
- ▶ Shared folders



Inbox

Status	Title	Date received	Time received	Author
	Maint Notif 106000003702 recomm/approval required.	12.09.2011	18:57:34	VinothKanna
	Document Scrapping Approval Approved	12.09.2011	13:14:08	WF-BATCH
	Document Scrapping Committee Approval Approved	12.09.2011	13:08:40	WF-BATCH
	Document Creation of Scrapping Proposal Approved	06.09.2011	17:30:25	WF-BATCH
	Review OK for Scrapping Approval	06.09.2011	14:01:45	WF-BATCH
	Review OK for Scrapping Approval	06.09.2011	13:14:31	WF-BATCH
	Review OK for Scrapping Approval	06.09.2011	13:14:21	WF-BATCH
	Document Scrapping Committee Approval Approved	06.09.2011	13:14:10	WF-BATCH

Mail regarding
creation of Notif

Display Document: Maint Notif 106000003702 recomm/appr

Reply... Reply w/Reference... New mes

Doc. contents Attributes Recipient list

Maint Notif 106000003702 recomm/approval required.

Created VinothKanna M

Maintenance Notification no. 106000003702 requires recommendation / approval.

Maintenance Notification Description: Shutdown Notification
Function Location: 3053-03-5303-02-D02-0601 (DTS CI HARBOUR)
Equipment: 105000000365 (PACKAE AC UNIT - 2)

Priority:

Required Start Date: 12/09/11
Required Start Time: 18:17:34

Required End Date: 00/00/00
Required End Time: 00:00:00

Created by: Vinothkanna Vinothkanna


2) Change Notification (Approval / Ref. Back/Reject/Forward)

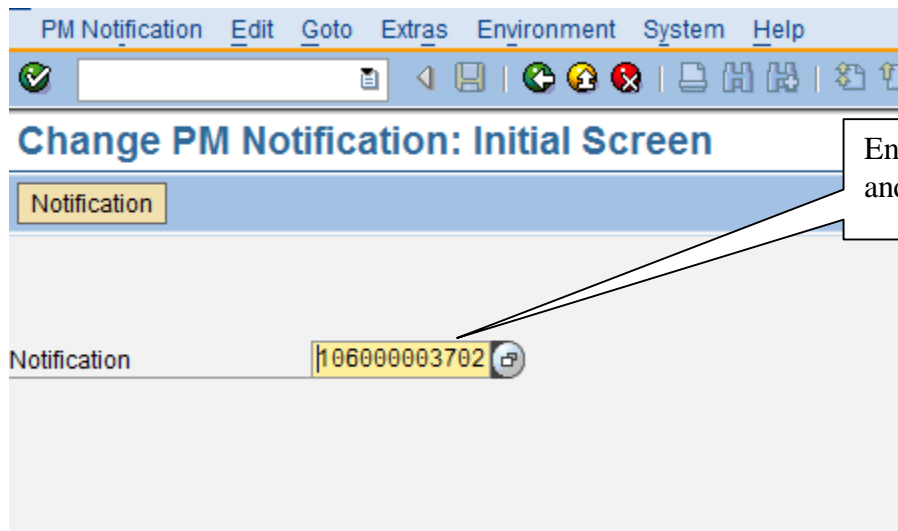
2A) Change Notification (Approve / Forward for Approval)

Purpose

The Notification will be approved by the concerned Authority to which it was referred. An authorized person from that dept. will approve the notification after assessing the relevance of the job required. Before approve the notification he will check/edit the Required Start / End dates, Planner group and Main work centre.

Open the Notification in the change mode using anyone of the navigation options.

SAP Menu	Logistics --- Plant maintenance --- Maintenance processing --- Notification --- Change
T Code	Type IW22 in Command Field and press 
User Menu	Select corresponding Node for IW22 / Notification



Enter the Notification no and press ENTER

Maintenance notification Edit Goto Extras Environment System Help

Change PM Notification: Shutdown Maint.

Partner

Notification	106000003702 B6	Shutdown Notification	
Status	OSNO	AREQ	
Order			

Notification Location data Catalog Data

Reference object

Functional loc.	3053-03-5303-02-00	DTS CI HARBOUR	
Equipment	105000000365	PACKAE AC UNIT - 2	

Start/End Dates

Required Start	12.09.2011	18:17:34	Priority	
Required End		00:00:00		

Subject

Description	Shutdown Notification	
12.09.2011 18:54:49 VinothKanna M (KAVIN001) Shut down of AC Plant no Two		

Click on the following button to change status

Maintenance notification Edit Goto Extras Environment System Help

Change PM Notification: Shutdown Maint.

Notification: 106000003702 B6 Shutdown Notification
 Status: OSNO AREQ
 Order:

Notification Location data Catalog Data

Reference object
 Functional loc. 3053-03-5303-02-D0 DTS CI HARBOUR
 Equipment 105000000365 PACKAE AC UNIT - 2

Start/End Dates
 Required Start 12.09.2011 18:17:34 Priority
 Required End 00:00:00

Subject
 Description Shutdown Notification
 12.09.2011 18:54:49 VinothKanna M (KAVIN001)
 Shut down of AC Plant no Two

Set User Status

Status with status no.
☐ 06 R&F4 Recommended/Forwarded-4
☐ 07 RFBK Referred Back
☐ 08 APPD Approved
☐ 09 NMCA NMC Approved
☐ 10 NMCR NMC Rejected


Status w/o status no.
☐ REMD Reminder

The concerned Authority will carry out any of the following action












- Approve the Notification
- Forward it to other authority for approval.

2B) Change Notification (Referred Back)

Open the Notification in the change mode using anyone of the navigation options.


SAP Menu	Logistics --- Plant maintenance --- Maintenance processing --- Notification --- Change
T Code	Type IW22 in Command Field and press 
User Menu	Select corresponding Node for IW22 / Notification

PM Notification Edit Goto Extras Environment System Help

Change PM Notification: Initial Screen

Notification

Notification 

Enter the Notification no and press ENTER

Maintenance notification Edit Goto Extras Environment System Help

Change PM Notification: Shutdown Maint.

Notification	106000003702 B6	Shutdown Notification	
Status	OSNO	AREQ	
Order			

Notification Location data Catalog Data

Reference object

Functional loc.	3053-03-5303-02-00	DTS CI HARBOUR	
Equipment	105000000365	PACKAE AC UNIT - 2	

Start/End Dates

Required Start	12.09.2011	18:17:34	Priority	
Required End		00:00:00		

Subject

Description	Shutdown Notification	
12.09.2011 18:54:49 VinothKanna M (KAVIN001) Shut down of AC Plant no Two		

Click on the following button to change status

Maintenance notification Edit Goto Extras Environment System Help

Change PM Notification: Shutdown Maint.

Notification 106000003702 B6 Shutdown Notification

Status OSNO AREQ

Order

Notification Location data Catalog Data

Reference object

Functional loc. 3053-03-5303-02-D0 DTS CI HARBOUR

Equipment 105000000365 PACKAE AC UNIT - 2

Start/End Dates

Required Start 12.09.2011 18:17:34 Priority

Required End 00:00:00

Subject

Description Shutdown Notification

12.09.2011 18:54:49 VinothKanna M (KAVIN001)
Shut down of AC Plant no Two

Set User Status

Status with status no.

☐ 06 R&F4 Recommended/Forwarded-4

☐ 07 RFBK Referred Back

☐ 08 APPD Approved

☐ 09 NMCA NMC Approved

☐ 10 NMCR NMC Rejected

Status w/o status no.

☐ REMD Reminder

The concerned Authority will carry out any of the following action

- Reject the Notification
- Refer it back to initiator incase of incorrect

Maintenance notification Edit Goto Extras Environment System

Change PM Notification: Shutdown Maint.

Partner

Save the notifications

On saving both initiator and Person responsible will get a mail

2C) Change Notification (Approve / Forward for Approval)

Notification: 106000003702 B6 Shutdown Notification

Status: OSNO AREQ

Order:

Notification Location data Catalog Data

Reference object

Functional loc. 3053-03-5303-02-D0 DTS CI HARBOUR

Equipment 105000000365 PACKAE AC UNIT - 2

Start/End Dates

Required Start 12.09.2011 18:17:34 Priority

Required End 00:00:00

Subject

Description Shutdown Notification

12.09.2011 18:54:49 VinothKanna M (KAVIN001)
Shut down of AC Plant no Two

Click on the Long text

2. Click on Back button (or) Press F3

Change Long text on PM notification: 106000003702 Language EN

12.09.2011 18:54:49 VinothKanna M (KAVIN001)
Shut down of AC Plant no Two
13.09.2011 13:30:04 VinothKanna M (KAVIN001)

The Shut down notification is hereby approved.
Shut down work can be carried out with intimation to all the concerned

1. Enter the details

Change PM Notification: Shutdown Maint.

Notification	106000003702	B6	Shutdown Notification	
Status	OSNO		AREQ	
Order				

Notification

Location data

Catalog Data

Reference object

Functional loc.	3053-03-5303-02-D0	DTS CI HARBOUR	
Equipment	105000000365	PACKAE AC UNIT - 2	

Start/End Dates

Required Start	12.09.2011	18:17:34	Priority	
Required End		00:00:00		

Subject

Description	Shutdown Notification	
12.09.2011 18:54:49 VinothKanna M (KAVIN001) Shut down of AC Plant no Two		

Click here to change the status

Maintenance notification Edit Goto Extras Environment System Help

Change PM Notification: Shutdown Maintenance

Partner

Set User Status

Status with status no.

- ☐ 06 R&F4 Recommended/Forwarded-4
- ☐ 07 RFBK Referred Back
- ☒ 08 APPD Approved
- ☐ 09 NMCA NMC Approved
- ☐ 10 NMCR NMC Rejected

Status w/o status no.

- ☐ REMD Reminder

on

AREQ

ARBOUR

AC UNIT - 2

Select Approve and ENTER

Maintenance notification Edit Goto Extras Environment System

2. Save the notifications

Change PM Notification: Shutdown Maint.

Notification 106000003702 B6 Shutdown Notification

Status OSNO APPD 1. Status updated.

Order

Notification Location data Catalog Data

Reference object

Functional loc. 3053-03-5303-02-D0 DTS CI HARBOUR

Equipment 105000000365 PACKAE AC UNIT - 2

Start/End Dates

Required Start 12.09.2011 18:17:34 Priority

Required End 00:00:00


Subject

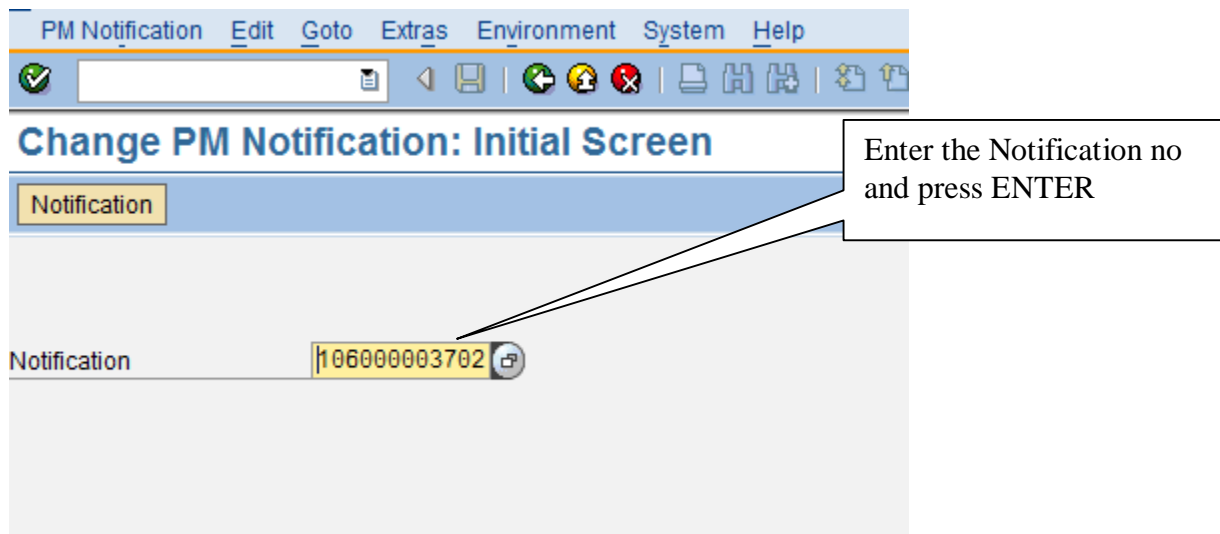
Description Shutdown Notification

12.09.2011 18:54:49 VinothKanna M (KAVIN001)
Shut down of AC Plant no Two

2D) Change Notification (Approval Requested)

In case of Forwarded, the next concerned authority Personnel number will be to be entered in the Partner Function Screen. The Notification details will be sent to the concerned authority through SMS/Email.

SAP Menu	Logistics --- Plant maintenance --- Maintenance processing --- Notification --- Change
T Code	Type IW22 in Command Field and press 
User Menu	Select corresponding Node for IW22 / Notification



PM Notification Edit Goto Extras Environment System Help

Change PM Notification: Initial Screen

Notification

Notification 106000003702

Enter the Notification no and press ENTER

Maintenance notification Edit Goto Extras Environment System Help

Change PM Notification: Shutdown Maint.

Partner

Notification 106000003702 B6 Shutdown Notification

Status OSNO AREQ

Order

Notification Location data Catalog Data

Reference object

Functional loc. 3053-03-5303-02-00 DTS CI HARBOUR

Equipment 105000000365 PACKAE AC UNIT - 2

Start/End Dates

Required Start 12.09.2011 18:17:34 Priority

Required End 00:00:00

Subject

Description Shutdown Notification

12.09.2011 18:54:49 VinothKanna M (KAVIN001)
Shut down of AC Plant no Two

Click on the following button to change status

Select Status as
FRWD Forwarded

Subject	
Description	Shutdown Maintenance
<div>28.05.2010 15:52:03 Nitin Saini (SAINI001) Shutdown of Switch for Maintenance 28.05.2010 16:44:45 Nitin Saini (SAINI001) Forwarded to Mr. XYZ for further Approval</div>	

Workplace Edit Goto Folder Environment Settings System Help

Business Workplace of VinothKanna M

New message Find folder Find document Appointment calendar Distribution lists

Workplace: VinothKanna M

Inbox

- Unread Documents 297
- Documents 313
- Workflow 1
 - Overdue entries 0
 - Deadline Messages 0
 - Incorrect entries 0
- Outbox
- Resubmission
- Private folders
- Shared folders
- Folders subscribed to
- Trash
- Shared trash

Inbox

Status	Title	Date received	Time received	Author
	Maint Notif 10600003702 recomm/approval required.	13.09.2011	13:46:47	VinothKanna M
	Maint Notif 10600003702 recomm/approval required.	12.09.2011	18:57:34	VinothKanna M
	Document Scrapping Approval Approved	12.09.2011	13:14:08	WF-BATCH
	Document Scrapping Committee Approval Approved	12.09.2011	13:08:40	WF-BATCH
	Document Creation of Scrapping Proposal Approved	06.09.2011	17:30:25	WF-BATCH
	Review OK for Scrapping Approval	06.09.2011	14:01:45	WF-BATCH
	Review OK for Scrapping Approval	06.09.2011	13:14:31	WF-BATCH
	Review OK for Scrapping Approval	06.09.2011	13:14:21	WF-BATCH
	Document Scrapping Committee Approval Approved	06.09.2011	12:48:10	WF-BATCH
	Document Scrapping Approval Approved	06.09.2011	12:35:59	WF-BATCH
	Escalation of Maintenance Notif. 102000026629	29.08.2011	19:32:26	Pradipta Kumar
	Reminder for Maintenance Notification 102000026629	29.08.2011	19:32:26	Pradipta Kumar
	Reminder for Maintenance Notification 102000026629	29.08.2011	19:32:26	Pradipta Kumar
	Escalation of Maintenance Notif. 102000026629	29.08.2011	19:32:24	Pradipta Kumar
	Maint Notif 102000026629 is pending for	29.08.2011	16:18:07	VinothKanna M
	Maint Notif 102000026641 is pending for	29.08.2011	16:17:33	VinothKanna M

SAP Mail is triggered.

The screenshot displays a web-based application interface for BSNL ERP. At the top, there is a menu bar with options: Document, Edit, Goto, Settings, System, and Help. Below the menu is a toolbar with various icons for document management. The main title of the window is "Display Document: Maint Notif 106000003702 recomm/approval re". Below the title is another toolbar with icons for document actions and buttons for "Reply...", "Reply w/Reference...", and "New message".

The document content is organized into tabs: "Doc. contents", "Attributes", and "Recipient list". The "Doc. contents" tab is active, showing the following information:

Maint Notif 106000003702 recomm/approval required.

Created VinothKanna M

Maintenance Notification no. 106000003702 requires recommendation / approval.

Maintenance Notification Description: Shutdown Notification
 Function Location: 3053-03-5303-02-D02-0601 (DTS CI HARBOUR)
 Equipment: 105000000365 (PACKAE AC UNIT - 2)

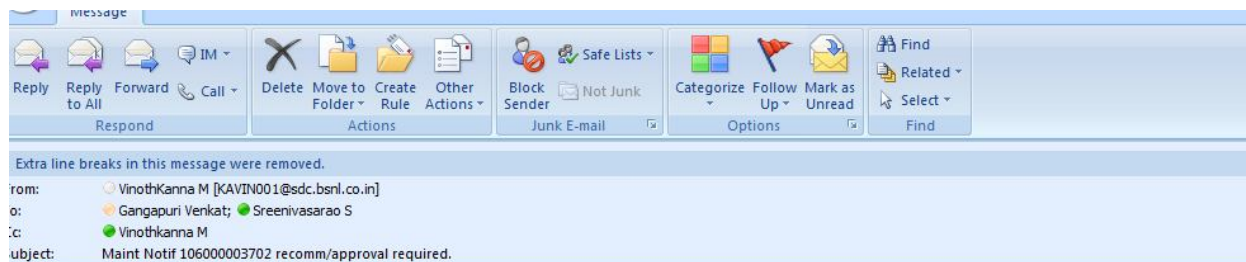
Priority: Critical

Required Start Date: 13/09/11
 Required Start Time: 13:46:38

Required End Date: 13/09/11
 Required End Time: 15:46:38

Created by: Vinothkanna Vinothkanna

External mail is also triggered as shown below.
 All the Persons (Initiator & Person Responsible) will get a copy of mail and the mail contains the below mentioned details



Maintenance Notification no. 106000003702 requires recommendation / approval.

Maintenance Notification Description: Shutdown Notification Function Location: 3053-03-5303-02-D02-0601 (DTS CI HARBOUR)
 Equipment: 105000000365 (PACKAE AC UNIT - 2)

Priority: Critical

Required Start Date: 13/09/11
 Required Start Time: 13:46:38

Required End Date: 13/09/11
 Required End Time: 15:46:38

Created by: Vinothkanna Vinothkanna

2E) For again Forward and Referred back follow the steps 2B and 2C (Optional steps)

2F) Change Notification (Approved / Rejected)

In case of Reject, No further work is possible in the notification.
 Concerned authority will assign the status REJC to the notification

Open the Notification in the change mode as mentioned in the earlier steps and change the status to REJC.

Set User Status

Status with status no.

- ☐ 02 AREQ Approval Requested
- ☐ 03 FRWD Forwarded
- ☐ 04 RFBK Referred Back
- ☐ 05 APRD Approved
- ☒ 06 REJC Rejected

Status w/o status no.

✓ ✗

Select Status REJC
Rejected

Subject

Description

28.05.2010 15:52:03 Nitin Saini (SAINI001)
Shutdown of Switch for Maintenance
28.05.2010 16:44:45 Nitin Saini (SAINI001)
Notification is rejected due to pending operations

Enter the reason for
rejection

Save the Notification. After saving an intimation mail will be triggered.

Maintenance notification Edit Goto Extras Environment System

✓

Change PM Notification: Shutdown Maint.

Partner

Save the
notifications

2G) Change Notification (Set NMC)

Open the Notification in the change mode as mentioned in the earlier steps.

PM Notification Edit Goto Extras Environment System Help

Change PM Notification: Initial Screen

Notification

Notification 106000003702

Enter the Notification no and press ENTER

Maintenance notification Edit Goto Extras Environment System Help

Change PM Notification: Shutdown Maint.

Partner

Notification 106000003702 B6 Shutdown Notification

Status OSNO AREQ

Order

Notification Location data Catalog Data

Reference object

Functional loc. 3053-03-5303-02-00 DTS CI HARBOUR

Equipment 105000000365 PACKAE AC UNIT - 2

Start/End Dates

Required Start 12.09.2011 18:17:34 Priority

Required End 00:00:00

Subject

Description Shutdown Notification

12.09.2011 18:54:49 VinothKanna M (KAVIN001)
Shut down of AC Plant no Two

Click on the following button to change status

Status **Business processes**

System status

Stat Text

☒ NOPR Notification in process

Status with status no.

No Stat Text

☐ 7 RFBK Referred Back

☐ 8 APPD Approved

☐ 9 NMCA NMC Approved

☒ 10 NMCR NMC Rejected

☐ 11 REJC Rejected

Status w/o status no.

☐ REMD Reminder

Active Status

☒ ChangeDocuments Status Profile NOTIF_AP PM Approval

Select NMCR

Maintenance Notification Edit Goto Extras Environment System Help

Change PM Notification: Shutdown Maint.

Notification 106000003702 B6 Shutdown Notification

Status NOPR NMCR

Order

Notification Location data Catalog Data

Reference object

Functional loc. 3053-03-5303-02-D0 DTS CI HARBOUR

Equipment 105000000365 PACKAE AC UNIT - 2

1. Status updated to NMCR

2. Click to Save

3) Decision on Maintenance Order Requirement

Decide on the requirement of Maintenance order, based on material to be consumed from stores or need based services to be used

3A) Go Maintenance Order for material to be consumed from stores

Follow steps from 4 to 13

3B) Maintenance Order for need based services to be used

Please refer Maintenance Order Enhancement (Service Planning) manual


3C) Maintenance Order not required as no material consumed/services used

Go to Step # 11 below and complete notification

4) Create Maintenance Order from Notification

Notification Release by Maintenance Personnel

After Opening the Notification Maintenance Department will check the Notification data e.g. Planner group, Maint. work center, Priority of the job etc. If any change in the data is required then that will be changed otherwise if no change is required then the Notification will be Put in Process (Released).

Click Green Flag button  at top left of the screen to put Notification in process as shown in the above screen. After putting Notification in Process Status of Notification will get changed from OSNO to NOPR as shown below.

Click on The
green flag to
release the
Notification.

Maintenance notification Edit Goto Extras Enviro

Change PM Notification: Shutdown Maint.

Notification 106000003702 B6 Shutdown Notification

Status OSNO APPD

Order

Notification Location data Catalog Data

Reference object

Functional loc. 3053-03-5303-02-D0 DTS CI HARBOUR

Equipment 105000000365 PACKAE AC UNIT - 2

Start/End Dates

Required Start 13.09.2011 13:46:38 Priority Critical

Required End 13.09.2011 15:46:38

Subject

Description Shutdown Notification

12.09.2011 18:54:49 VinothKanna M (KAVIN001)
Shut down of AC Plant no Two

Responsibilities

Planner group S02 / 5303 CHENNAI HAR DE DTS

Main WorkCtr D020601D / 5303 CI HARBOUR DTS MTCE TEAM

Notif.date 12.09.2011 18:17:34

1. Status is updated from OSNO to

2. Click this button to create an Order

Maintenance notification Edit Goto Extr System Help

Change PM Notification: Shutdown Maint.

Notification 106000003702 B6 Shutdown Notification

Status NOPR APPD

Order

Notification Location data Catalog Data

Reference object

Functional loc. 3053-03-5303-02-D0 DTS CI HARBOUR

Equipment 105000000365 PACKAE AC UNIT - 2

Start/End Dates

Required Start 13.09.2011 13:46:38 Priority Critical

Required End 13.09.2011 15:46:38

Subject

Description Shutdown Notification

12.09.2011 18:54:49 VinothKanna M (KAVIN001)
Shut down of AC Plant no Two



Creation of Shutdown Maint. Order for the Notification by maintenance team.

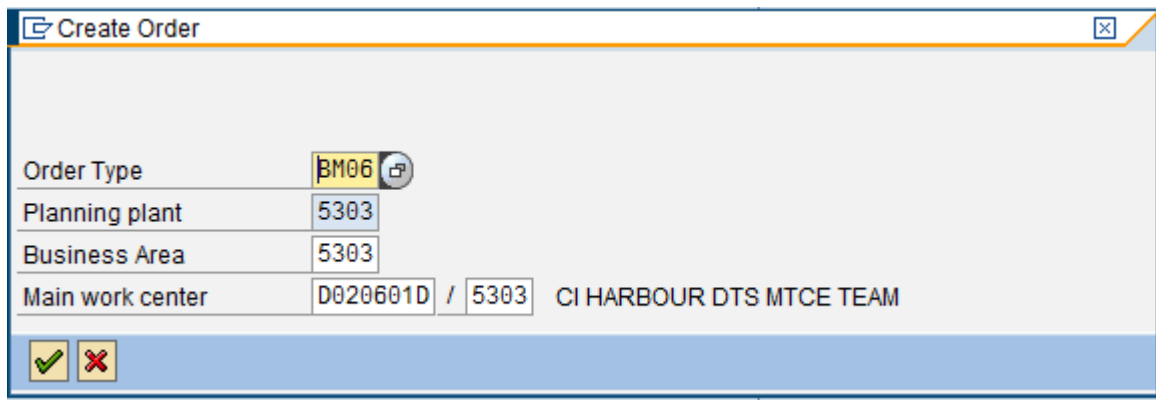
Purpose

After releasing the Notification, the maintenance department will do the planning (e.g.- Manpower, Material etc.) and therefore create an order to act upon the notifications.

Procedure



Process continues from the previous screen.

1. An Order can be created directly from the Notification screen. To create an Order directly from the notification screen click  create order, as shown in the above screen. Then one pop will come as shown below, select the order type, business Area, work center etc. and then press enter or click 

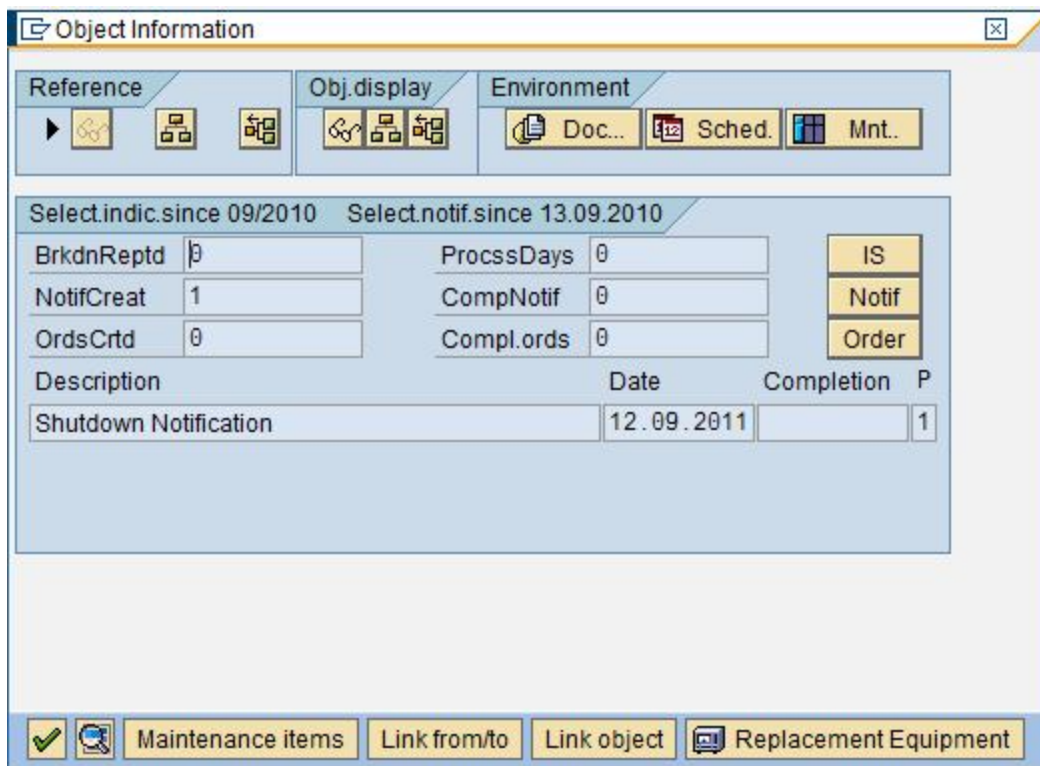


Create Order






























Order Type	BM06
Planning plant	5303
Business Area	5303
Main work center	D020601D / 5303 CI HARBOUR DTS MTCE TEAM
























 




A Pop window will give a brief information of the object (Equipment/Function Location)



Object Information

Reference:                             



Obj.display:                       

Environment:  Doc...  Sched.  Mnt..

Select.indic.since 09/2010 Select.notif.since 13.09.2010

BrkdnReptd	0	ProcssDays	0	IS
NotifCreat	1	CompNotif	0	Notif
OrdsCrted	0	Compl.ords	0	Order

Description	Date	Completion	P
Shutdown Notification	12.09.2011		1

  Maintenance items Link from/to Link object Replacement Equipment

Change Shutdown Maintenance Order 106000001388: Central Header

Order: BM06 106000001388 Shutdown Notification
Sys.Status: CRTD MANC NMAT PRC

Click to Save

HeaderData Operations Components Costs Objects Additional Data Location Planning Control Enhancement

Person responsible
PlannerGrp: S02 / 5303 CHENNAI HAR DE DTS
Mn.wk.ctr: D020601D / 5303 CI HARBOUR DTS I
Notifctn: 106000003711
Costs: INR
PMActType: B06 Shutdown Mainte

Dates
Bsc start: 13.09.2011
Basic fin.: 13.09.2011
Priority:

Reference object
Func. Loc.: 3053-03-5303-02-D0: DTS CI HARBOUR
Equipment: 105000000365 PACKAE AC UNIT - 2

First operation
Operation: Shutdown Notification Cckey Calculate work
WkCtr/Plnt: D020601D / 5303 Ctrl key: PM01 Acty Type: ☐ PRT
Work durtn: HR Number: Oprtn dur.: HR ☒ Comp.
Person. no:


INFORMATION
Order is created. Details like Eq.code / Planer Group / Work centers are copied from the notification

After saving, a message is displayed as shown below.

Order 106000001392 saved with notification 106000003761

5) Material Planning Against Order

Open the Order in change mode using any one of the navigation option shown below

SAP Menu	Logistics --- Plant maintenance --- Maintenance processing --- Order--- Change
T Code	Type IW32 in Command Field and press 
User Menu	Select corresponding Node for IW32 / Order

Change Shutdown Maintenance order 106000001388: Component Overview

Order: BM06 106000001388 Shutdown Notification

Sys. Status: CRTD MANC NMAT PRC

HeaderData Operations Components Costs Objects Additional Data Location Planning Control Enhancement

Item	Component	Description	LT	Reqmt Qty	UM	IC	S	SLoc	Plnt	OpAc	Batch	Proc. Category
0010	12004344	BSC 100K			10	NOSL			5303	0010		Reservation for Order
0020												
0030												
0040												
0050												
0060												
0070												
0080												
0090												
0100												
0110												
0120												
0130												
0140												
0150												
0160												
0170												
0180												

Gen. Data Purch. List Graph... Assem. Material Where-Used Repl. Catalog

Enter the Component / Quantity / Plant Etc.

Click General Data to see Reservation no.

Change Shutdown Maintenance order 106000001388: Compor

Order: 106000001388 Oper./Act. 0010
Material: 12004344 BSC 100K
Item: 0010 Item Cat. L

General Data

Component

Plant	5303	Stor. Location	1000
Batch		Sort String	
Goods Recipient		Unloading Point	
Reqmt Date	13.09.2017 17:30:00	Offset	
Reservation	53217 1	Movement Type	261

Quantities

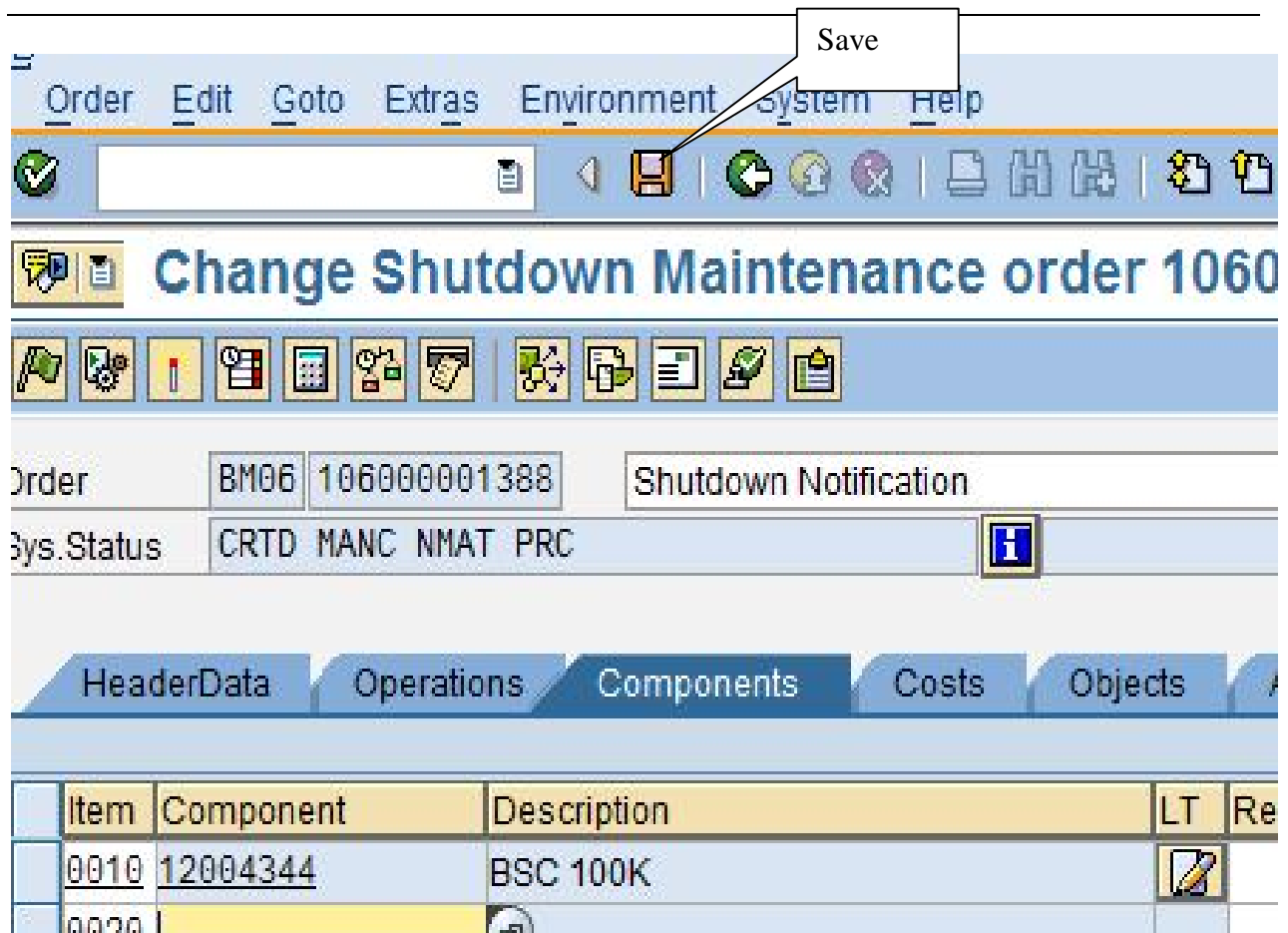
Requirement Qty	10	Unit of Measure	NOS	<input type="checkbox"/> Fixed Qty
Committed Qty	0			
Withdrawal Qty	0	<input type="checkbox"/> Final Issue		

General Indicators

<input type="checkbox"/> Backflushing	Res./Purc. req.	From release
<input type="checkbox"/> Bulk Material	Costing Relevancy	100% Relevant to Costi
<input type="checkbox"/> Mvt Allowed	Mat. Prov. Ind.	

1. Note down the reservation no

2. Go back to the previous screen



Save

Order Edit Goto Extras Environment System Help

Change Shutdown Maintenance order 1060

Order BM06 106000001388 Shutdown Notification


Sys. Status CRTD MANC NMAT PRC

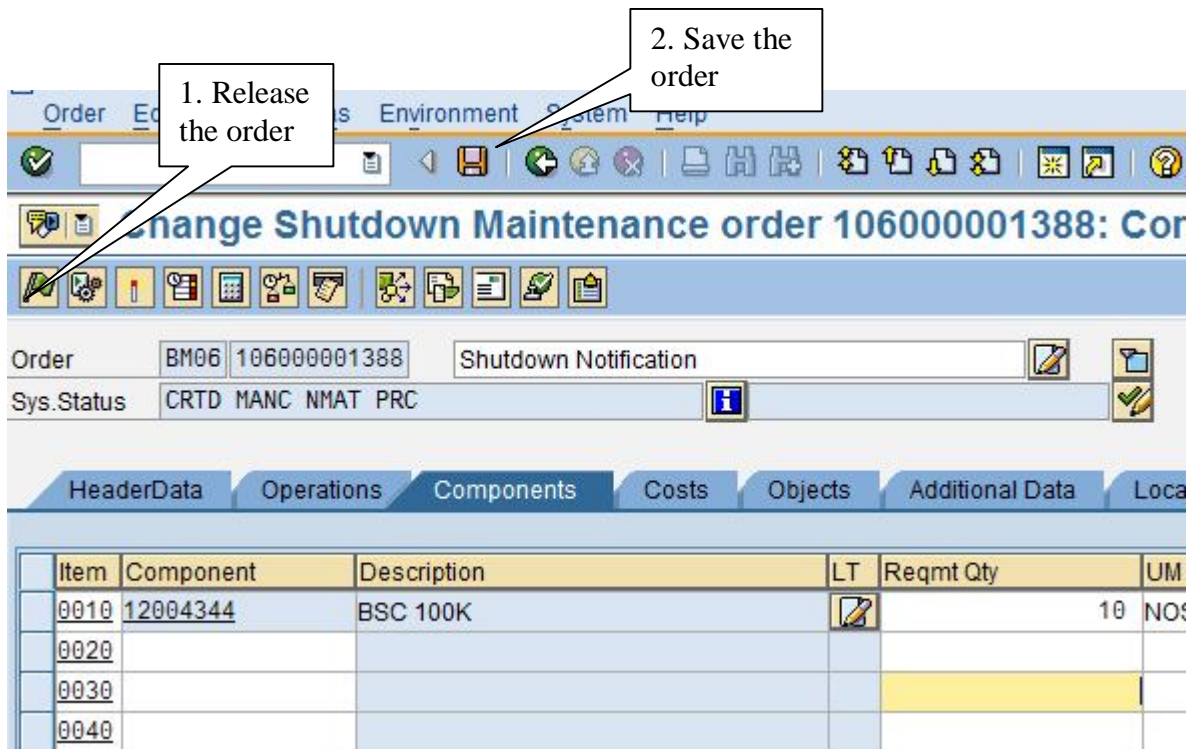
HeaderData Operations Components Costs Objects

Item	Component	Description	LT	Re
0010	12004344	BSC 100K		
0020				

6) Order Release

Open the Order in change mode using anyone of the navigation options

SAP Menu	Logistics --- Plant maintenance --- Maintenance processing --- Order--- Change
T Code	Type IW32 in Command Field and press 
User Menu	Select corresponding Node for IW32 / Order



Now a Shut down Notification with No – 1060000XXXX is created and the same is approved from the concerned authority. After getting approval, an order is created with no 10600000XXXX. The materials required for carrying out maintenance process are entered and reservation is created XXXXX. Necessary permit is issued and the order is released,


The material required / entered in the order is issued from the store against the reservation no. The process of Issuing material using the transaction code MIGO and the process of completing the Notification / Order is explained in the following steps.

6A) Change in Material Planning

Please refer Maintenance Order Enhancement (Material Planning) manual

7) Material Issue against Reservation (if the material is available in storage location)

Prerequisites - Reservation no.

SAP Menu	Logistics---Material Management---Purchasing---Purchase Order--- Follow On Functions---MIGO
T Code	Type MIGO in Command Field and press 
User Menu	Select corresponding Node for MIGO / Goods Issue

Goods Receipt Settings System Help

Goods Issue Reservation - VinothKanna M

Hide Overview Hold Check Post Help

Goods Issue Reservation 53217

Enter Reservation no and press ENTER

My Documents

- Purchase Orders
 - Blank
- Orders
 - Blank
- Reservations
 - 53217
 - 52004
 - 49224
- Material Document
 - 4900004538
- Held Data
 - 16:07:54 (22.08)
 - 16:07:47 (22.08)
 - 16:06:22 (22.08)
 - 15:52:33 (22.08)

General

Document Date 13.09.2011 Material Slip

Posting Date 13.09.2011 Doc.Header Text

☐ Collective Slip

Line	Mat. Short Text	OK	Qty in UnE	E...	SLoc

Material Quantity Where

Hide Overview Hold Check Post Help

Goods Issue Reservation 53217

GI for order 261

General

Document Date 13.09.2011 Material Slip

Posting Date 13.09.2011 Doc.Header Text

☐ Collective Slip

Line	Mat. Short Text	E...	SLoc	Order	Op...	Bus	Co...	Batch	Valuation T...	M...	D...
1	BSC 100K	NOSSTR	Chennai	106000001388	0010	5303	1053			261	- U

Click on Material Tab

Material Quantity Where Reservation Account Assignment

Movement Type 261 - GI for order Stock type Unrestricted use

Plant STSR - CHENNAI 5303

Storage Location STR Chennai 1000

Goods recipient

Unloading Point

Text

☐ Item OK Line 1

Posting Date: 13.09.2011 Doc.Header Text

☐ Collective Slip

Line	Mat. Short Text	OK	Qty in UnE	E...	SLoc	Order
1	BSC 100K	<input type="checkbox"/>	10		NOSSTR Chennai	1060

Material: BSC 100K 12004344

Material Group: 100100401

Equipment:

Click on Quantity Tab and check the details

☒ Item OK Line 1

General

Document Date: 13.09.2011
 Posting Date: 13.09.2011
☐ Collective Slip

Material Slip:
 Doc.Header Text:

Line	Mat. Short Text	OK	Qty in UnE	E...	SLoc
1	BSC 100K	<input type="checkbox"/>	10		NOSSTR Chennai

1. Enter the no if Qty to be posted

3. Click on Where Tab and check the details

Material **Quantity** **Where** **Reservation** **Account Assignment**

Qty in Unit of Entry: 10 NOS
 Qty in SKU: 10 NOS

No. Containers:

☒ Item OK Line 1

General

Document Date: 13.09.2011 Material Slip:

Posting Date: 13.09.2011 Doc.Header Text:

☐ Collective Slip

Line	Mat. Short Text	OK	Qty in UnE	E...	SLoc	Order
1	BSC 100K	<input type="checkbox"/>	10		NOSSTR Chennai	1060000

Material Quantity Where Reservation Account Assignment

Movement Type: 261 ☐ - GI for order Stock type: Unrestricted use

Plant: STSR - CHENNAI 5303

Storage Location: STR Chennai 1000

Goods recipient:

Unloading Point:

Text:

☒ Item OK Line: 1

2. Click on reservation tab to check the details

1. Check the details like Moment type / Stock type Storage Location Etc.

General

Document Date13.09.2011

Material Slip

Posting Date13.09.2011

Doc.Header Text

☐

Collective Slip

Line	Mat. Short Text	OK	Qty in UnE	E..	SL
1	BSC 100K	<input checked="" type="checkbox"/>	10		NOSST

Material

Quantity

Where

Reservation

Account Assignment

Reservation532171

Created byVinothKanna M

Reqmt Date13.09.2011

Reqmt Qty10NOS

Withdrawal Qty0

Qty.f.avail.chk0

☐

Final Issue

☒

Item OK

Line

1

After checking all the details press Account Assignment Tab.

Goods Issue Reservation - VinothKanna M

Hide Overview | Hold | **Check** | Post | Help

Goods Issue | Reservation

1. Click on Check

2. Click on Post

Document Date: 13.09.2011 | Material Slip: |
 Posting Date: 13.09.2011 | Doc.Header Text: |
☐ Collective Slip

Line	Mat. Short Text	OK	Qty in UnE	E...	SLoc	Ord
1	BSC 100K	<input checked="" type="checkbox"/>	10		NOSSTR Chennai	106

Material Document: 4900004538
 Held Data: 16:07:54 (22.08), 16:07:47 (22.08), 16:06:22 (22.08), 15:52:33 (22.08)


Business Area: 5303 | Order: 106000001388 | 0010
 Company Code: 1053

Item OK | Line: 1

After Posting the material will be posted and document no will be generated.

8) Display Material Document

Prerequisites – Material Document no (Obtained while posting a reservation).


SAP Menu	Logistics---Material Management---Purchasing---Purchase Order--- Follow On Functions---MIGO
T Code	Type MIGO in Command Field and press 
User Menu	Select corresponding Node for MIGO / Goods Issue

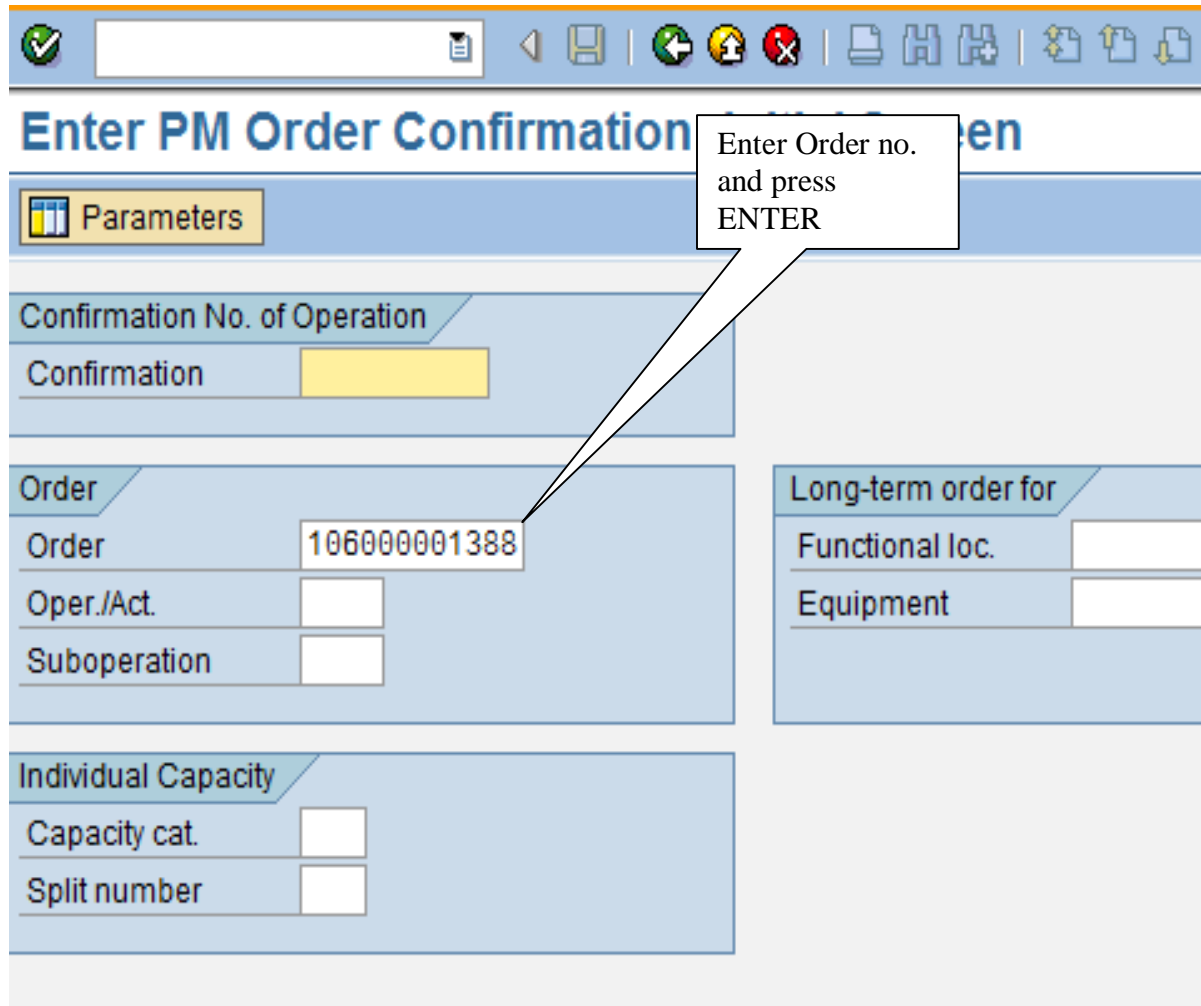
Enter the Material Document no to display the material document.

9) Order Confirmation

Prerequisite:

Order no

SAP Menu	Logistics----Plant Maintenance---Maintenance Processing---Completion Confirmation----Entry—IW41 Individual Time Confirmation
T Code	Type IW41 in Command Field and press 
User Menu	Select corresponding Node for IW41 / Completion Confirmation



Enter Order no.
and press
ENTER

Parameters

Confirmation No. of Operation

Confirmation

Order

Order 106000001388

Oper./Act.

Suboperation

Individual Capacity

Capacity cat.

Split number

Long-term order for

Functional loc.


Equipment

A pop window will open as mentioned below.

Goods Movements		Notification		Object List		Measurement Documents	
Order	106000001388	Shutdown Notification					
Oper./Act.	0010	Shutdown Notification					
System Status	REL						
Confirmation Data							
Confirmation	65187						
Work Center	D020601D	03	CI HARBOUR DTS MTCE TEAM				
Personnel no.		Wage Type					
Actual Work	2.0	HR	Activity Type		Posting date	13.09.2011	
<input checked="" type="checkbox"/> Final Confirmtn		<input checked="" type="checkbox"/> No Remain. Work		Acctg Indicator			
<input checked="" type="checkbox"/> Clear Open Res.		Remaining Work			HR		
Work Starts on	13.09.2011	15:21:26	Actual Duration		HR		
Work Ends on	13.09.2011	19:30:01	Forecast End		24:00:00		
Reason							
Confirm. text							<input type="checkbox"/> Long text exists
Total Confirmation Data							
Cum.Actual Work	0.0	HR	ActDuratn	0.0	HR		
Forecast work	2.0	HR	PlannedDuration	2.0	HR		
Actual Start		00:00:00	Actual Finish		00:00:00		

Check the details like Final Confirmation and other details and press ENTER

Enter PM Order Confirmation: Initial Screen

 Parameters


Confirmation No. of Operation	
Confirmation	<input type="text"/>

Order	
Order	<input type="text" value="106000001388"/>
Oper./Act.	<input type="text"/>
Suboperation	<input type="text"/>

Long-term order for	
Functional loc.	<input type="text"/>
Equipment	<input type="text"/>


Individual Capacity	
Capacity cat.	<input type="text"/>
Split number	<input type="text"/>

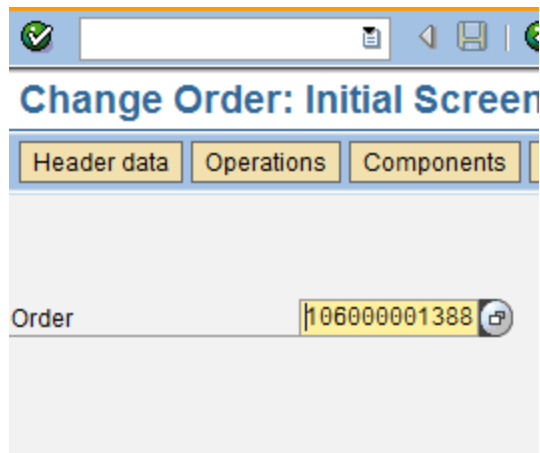
Number of confirmation is displayed below.

 Number of confirmations saved for order 106000001388: 1


10) Complete Order

Open the order in change mode

SAP Menu	Logistics --- Plant maintenance --- Maintenance processing --- Order--- Change
T Code	Type IW32 in Command Field and press 
User Menu	Select corresponding Node for IW32 / Order



Enter the Order
no and press
Enter

Click on  Flag

Change Shutdown Maintenance order 106000001388: Central Header

Order: BM06 106000001388 Shutdown Notification

Sys. Status: REL CNF GMP5 MANC PRC SETC

Complete (business)

Person responsible

PlannerGrp	S02 / 5303	CHENNAI HAR DE DTS	Notifctn	106000003711
Mn.wk.ctr	D020601D / 5303	CI HARBOUR DTS I	Costs	0.00 INR
			PMActType	B06 Shutdown Mainte

Dates

Bsc start	13.09.2011	Priority	
Basic fin.	13.09.2011		


Reference object

Func. Loc.	3053-03-5303-02-D0	DTS CI HARBOUR
Equipment	105000000365	PACKAE AC UNIT - 2

First operation

Operation	Shutdown Notification			CckKey	Calculate work
WkCtr/Plnt	D020601D / 5303	Ctrl key	PM01	Acty Type	<input type="checkbox"/> PRT
Work durtn	2.0 HR	Number	1	Oprtn dur.	2.0 HR <input checked="" type="checkbox"/> Comp.
Person. no					

Complete



Reference date: 13.09.2011 

Reference time: 19:41:18

☒ Complete notifctns

Notification

Malfnctn data Damage Notif. dates


 Usage list 

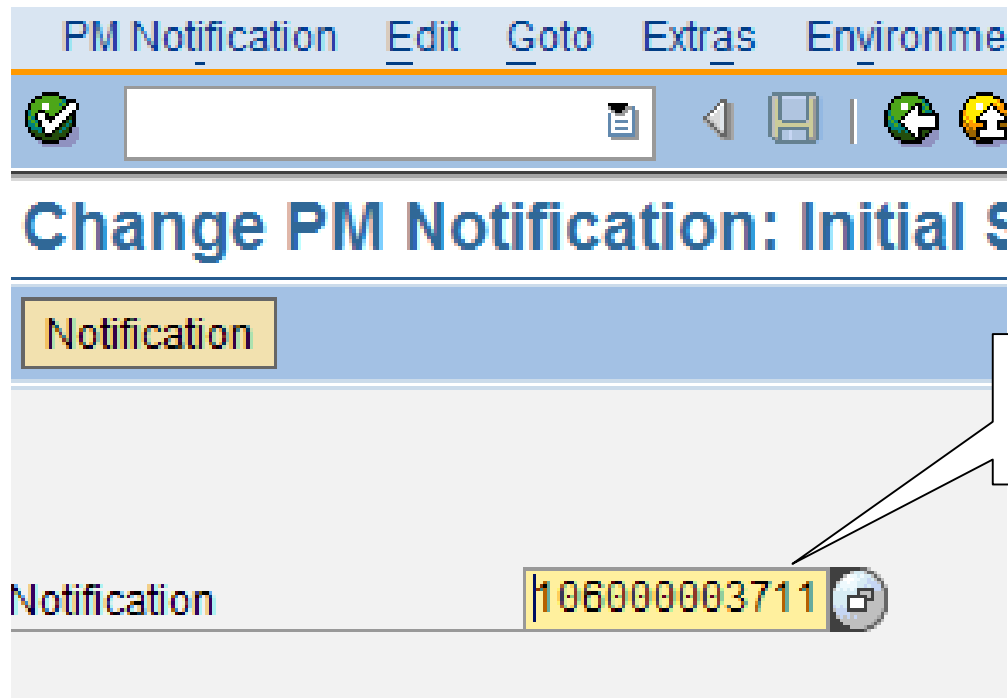
Check the date and time and press ENTER

The screenshot displays the 'Change Order: Initial Screen' in the BSNL ERP system. At the top, there is a standard toolbar with icons for file operations, navigation, and help. Below the toolbar, the title 'Change Order: Initial Screen' is visible. A horizontal menu bar contains several tabs: 'Header data', 'Operations', 'Components', 'Costs', 'Additional data', 'Planning', and 'Control'. The 'Header data' tab is currently selected. In the main workspace, the 'Order' field is populated with the value '106000001388'. At the bottom of the screen, a status bar displays a green checkmark icon followed by the text: 'Order 106000001388 saved with notification 106000003711'. A callout box with a pointer directed at this status bar contains the text: 'Order saved and message is displayed.'

11) Complete Notification

Open the notification on change mode and set user status as Work Completed in Notification

SAP Menu	Logistics --- Plant maintenance --- Maintenance processing --- Notification --- Change
T Code	Type IW22 in Command Field and press 
User Menu	Select corresponding Node for IW22 / Notification



PM Notification Edit Goto Extras Environme

Change PM Notification: Initial \$

Notification

Notification 106000003711

Enter the Notification No and proceed

Change PM Notification: Breakdown Mail

Notification: 102000027097 B2 Not working

Status: NOPR ORAS

Order: 102000016249

Notification Vendor Docket Systems Impacted Breakdown

Reference object

Functional loc.: 3053-03-5303-02-D01 DTS CI HARBOUR

Equipment: 105000000365 PACKAE AC UNIT - 2

Click the Flag to complete the Notif.

PM Notification Edit Goto Extras Environment System

Display PM Notification: Shutdown

In process again

Notification: 106000003711 B6 Shutdown Notification

Status: NOCO ORAS

Order: 106000001388

Notification Location data Catalog Data

Reference object

Functional loc.: 3053-03-5303-02-D01 DTS CI HARBOUR

Equipment: 105000000365 PACKAE AC UNIT


Start/End Dates

Status is updated to NOCO. Check the same and proceed

User Status “**Work Completed**” is set by “**Person Responsible**”.

Information flow is triggered to “**Initiator**” and all “**Person Responsible**” about status update via Email.

12) Maintenance Order Settlement

SAP Menu	Logistics---Production---Shop Floor Control---Period End Closing---Settlement---K088---Individual Processing
T Code	Type K088 in Command Field and press 
User Menu	Select corresponding Node for K088 / Settlement.


Enter the following details in the Initial Screen:

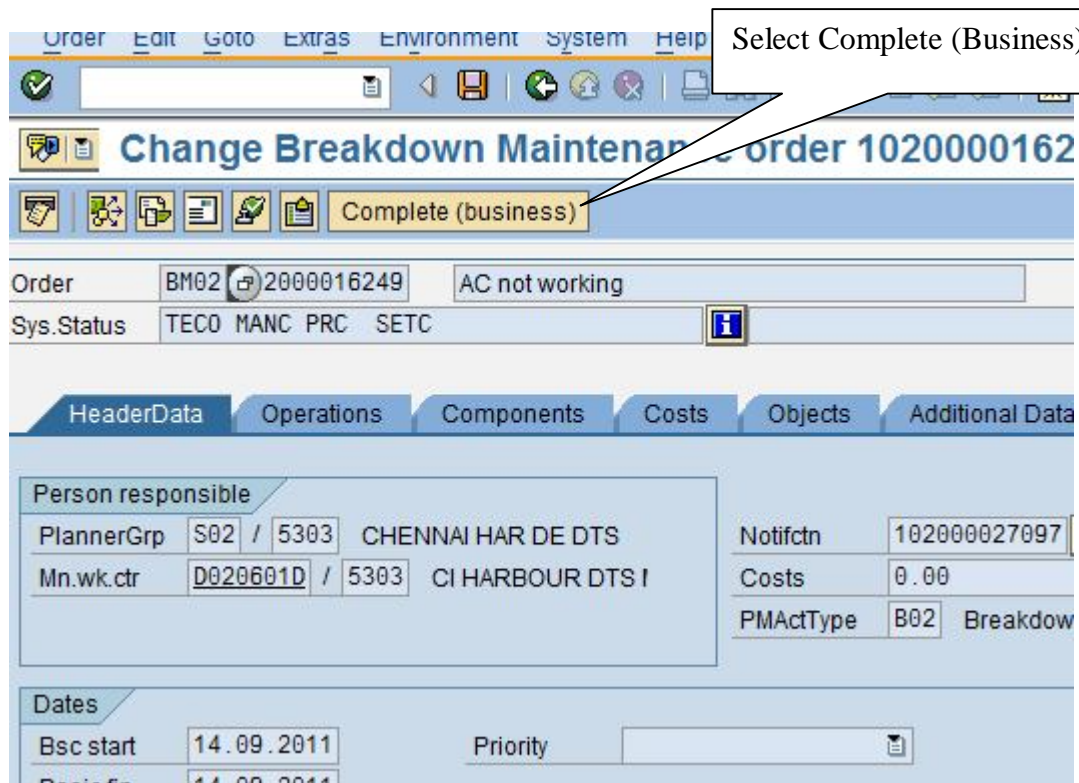
- Controlling Area
- Maintenance Order Number
- Settlement Period
- Fiscal Year
- Processing Type

The screenshot shows the SAP 'Set Controlling Area' dialog box. A callout box labeled '1. Enter Controlling are' points to the 'Controlling Area' input field. Below the dialog box, the 'Parameters' section contains checkboxes for 'Settlement period', 'Fiscal Year', and 'Processing type', all of which are checked. To the right, there are input fields for 'Posting period' and 'Asset Value Date'. Below the parameters, the 'Processing Options' section includes checkboxes for 'Background Processing', 'Test Run' (checked), 'Detail List', and 'Check trans. data'. A 'Layouts' button is also present. A second callout box labeled '2. Enter the following' with sub-points 'a. Settlement period', 'b. Fiscal Year', and 'c. Processing Type' points to the 'Processing type' dropdown menu.

13) Business Completion of Maintenance Order

Open the order in change mode using anyone of the Navigation option.

SAP Menu	Logistics --- Plant maintenance --- Maintenance processing --- Order--- Change
T Code	Type IW32 in Command Field and press 
User Menu	Select corresponding Node for IW32 / Order



Order Edit Goto Extras Environment System Help

Change Breakdown Maintenance Order 1020000162

Complete (business)

Order: BM02 2000016249 AC not working

Sys. Status: TECO MANC PRC SETC

HeaderData Operations Components Costs Objects Additional Data

Person responsible

PlannerGrp: S02 / 5303 CHENNAI HAR DE DTS

Mn.wk.ctr: D020601D / 5303 CI HARBOUR DTS I

Notifctn: 102000027097

Costs: 0.00

PMActType: B02 Breakdown

Dates

Bsc start: 14.09.2011

Priority:

Change Breakdown Maintenance order 10200001624

Status is updated to CLSD

Order: BM02 102000016249 AC not working

Sys.Status: CLSD MANC PRC SETC

HeaderData Operations Components Costs Objects Additional Data

Person responsible

PlannerGrp: S02 / 5303 CHENNAI HAR DE DTS

Mn.wk.ctr: D020601D / 5303 CI HARBOUR DTS I

Notifctn: 102000027097

Costs: 0.00

PMActType: B02 Breakdown I

Order Edit Goto Extras Environment System Help

Change Shutdown M 000304: Central Header

Status is updated to CLSD.
Check the same.

Order BM06 106000000304 Cable joint introductionat JMH9

Sys.Status CLSD CNF MANC PRC SETC UREL

HeaderData Operations Components Costs Objects Additional Data Location Planning

Person responsible

PlannerGrp S06 / 5303 CUDDALORE DE TM

Mn.wk.ctr 00104830 / 5303 CUDDALORE OD M

Notifctn 106000000611

Costs 0.00 INR

PMActType B06 Shutdown Mainte

Dates

Bsc start 10.10.2010

Basic fin. 10.10.2010

Priority Major

Reference object

Func. Loc. 3053-03-5303-06-00 OD CUDDALORE

Equipment 111000000624 CHIDAMBARAM-KEERAPALAYAM_J-01